

**Changes (in red) to the PIMS V. 5.3 User Manual,
Ambulatory Care Reporting Menu as a result of Patch SD*5.3*292
September 2003**

PIMS V. 5.3 Scheduling Module User Manual

Ambulatory Care Reporting Menu

ACRP Reports Menu

ACRP Ad Hoc Report Menu

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- Display Ad Hoc Report Template Parameters

- Print from Ad Hoc Template

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- Most Frequent 50 CPT Codes (OP6)

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- Most Frequent 20 Practitioner Types (OP8)

- Visits and Unique SSNs by County (OP9)

- Encounter Activity Report

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Performance Monitor Menu

- Performance Monitor Summary Report

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- Review of Scheduling/PCE/Problem List Data

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- Trend of Facility Uniques by 12 Month Date Ranges

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- Transmission History Report - Full

- Transmission History for Patient

Overview

PERFORMANCE MONITOR MENU

The Performance Monitor Menu options are used for reporting Performance Indicator information. Information gathered is used to measure the percent of patient encounters in ambulatory care with a completed or amended electronic progress note signed by the primary provider for that encounter.

PERFORMANCE MONITOR SUMMARY REPORT

This option is used to generate a report monitoring outpatient encounters, their associated progress notes, and the number of days it took providers to sign the notes.

PERFORMANCE MONITOR DETAILED REPORT

This option is used to generate a detailed report on information pertaining to outpatient encounters and the progress notes associated with them.

REVIEW OF SCHEDULING/PCE/PROBLEM LIST DATA

This option is used to print a report of Scheduling, Patient Care Encounter, Visit Tracking, and Problem List data for a selected patient and encounter date.

RETROACTIVE VISITS LIST

This option is used to print a list of appointments and/or add/edits that have been entered after workload data has been transmitted to the Austin Automation Center.

TREND OF FACILITY UNIQUES BY 12 MONTH DATE RANGES

This option is used for trending facility outpatient uniques by overlapping 12 month date ranges for the past 5 years.

VETERANS WITHOUT ACTIVITY SINCE A SPECIFIED DATE

This option produces a report which extracts a listing of veterans not defined as deceased that have not had medical center activity since a specified date range.

ERROR LISTING

This option is used to generate the Transmitted Outpatient Encounter Error List which contains a listing of the errors reported by the NPCDB in Austin for a user-specified date range.

TRANSMISSION REPORTS

TRANSMISSION HISTORY REPORT - FULL

This option provides a complete transmission history of all encounters for a selected date range for selected divisions, clinics, and patients.

NEW OPTIONS

ACRP Reports Menu

Performance Monitor Menu

Performance Monitor Summary Report

The Performance Monitor Summary Report option generates a report of outpatient encounters within a user-selected time frame using nationally defined screening criteria to identify encounters requiring progress notes. The report reflects encounter counts for the entire facility and also breaks down the counts for each division.

Information provided includes the following.

- Total number of encounters
- Average time span, in days, that it takes the provider to sign a progress note
- Percentages by elapsed time and frequency for an acceptable signature
- Total number of notes needing acceptable signatures
- Total number of encounters having only a scanned note (Imaging)

The only prompts are for a date range and device. The report can be queued to run at any time; however, the end date must precede the report run date by at least 14 days.

ACRP Reports Menu
Performance Monitor Menu
Performance Monitor Detailed Report

The Performance Monitor Detailed Report option generates a detailed report on information pertaining to outpatient encounters and progress notes associated with them. It identifies the encounter, the provider, whether a note was done on an encounter, and whether the note was signed within a given time frame. It allows reporting to a specific time period, DSS identifier, or provider to determine facility performance and compliance with the performance indicator for progress note entry.

The following defines terms as used for this report.

Progress Note	any Text Integrated Utility (TIU) document
DSS Identifier	3 character number that represents the clinic in which the care was provided
Numerator	a checked-out patient encounter in Ambulatory Care with a completed or amended progress note signed by the primary provider for that encounter
Denominator	a checked-out patient encounter in Ambulatory Care in clinics where a progress note shall be expected

Encounters that are to be excluded from both the numerator and denominator are as follows.

- Encounters that occurred in a non-count clinic
- Encounters that occurred under certain DSS Identifiers
- Checked-out encounters that have only TIU scanned images

Encounters that are to be included in the denominator but excluded from the numerator are as follows.

- Progress notes with a status of unsigned, unco-signed, undictated, untranscribed, unverified, unreleased, purged, deleted, or retracted
- Progress notes signed by other than an acceptable provider even if the note status is completed or amended.

ACRP Reports Menu
Performance Monitor Menu
Performance Monitor Detailed Report

The user can define the screening criteria for the report with the following fields.

Number of days for elapsed time

This is the number of acceptable days elapsed before signing the note; used for flagging note as compliant/non-compliant. The time span from end to time the report is run has to be at least two days.

Start and end date of report

The time span from start date to end date must be at least as great as the time limit entered for acceptable signatures.

Division and Provider

Choose one/many/all.

Stop code (DSS ID)

Choose one/many/all. If ALL is selected you will be asked if you want all stop codes and credit pairs in the Performance Monitor national cohort or not.

Count scanned notes

Should encounters with scanned (Imaging) notes be counted on the report - Yes/No.

The user can define the primary and secondary sort criteria for the report by choosing from the following list: division, clinic, provider, stop code, date, and patient.